

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
RUNNING SPRINGS WATER DISTRICT  
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA  
May 19, 2021**

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A Regular Meeting of the Board of Directors of the Running Springs Water District was held on Wednesday, May 19, 2021 at the hour of 9:00 A.M. at the District office located at 31242 Hilltop Boulevard, Running Springs, California, and through teleconference.

The following Directors were present at the District:

Tony Grabow, President  
Errol Mackzum, Vice-President  
Mike Terry, Director  
Bill Conrad, Director  
Mark Acciani, Director

Also present at the District were the following:

Ryan Gross, General Manager  
Amie R. Crowder, Board Secretary/Treasurer/Administration Supervisor  
Mike Vasquez, Fire Chief  
Cindy Strebel, Battalion Fire Chief  
Mike Scotti, President, Running Springs Professional Firefighters, Local 5308

The following were present through teleconference:

Ward Simmons, Legal Counsel, Best, Best & Krieger

**MEETING MINUTES**

**AGENDA ITEMS**

**1. Call Meeting to Order and Pledge of Allegiance**

The Running Springs Water District Regular Board Meeting was called to order at 9:02 A.M. by President Tony Grabow and he led the Pledge of Allegiance.

**2. Recognize and Hear from Visitors/Public Comment**

No public comment.

**3. Approval of Consent Items**

**A. Approve Meeting Minutes**

**B. Ratify Expenditures and Cash Summary**

Director Mackzum requested clarification regarding Attachment 4 on page 17 of the Board Packet. General Manager Ryan Gross provided explanation.

Upon **motion** by Vice-President Mackzum, **second** by Director Terry and **carried by a 5 to 0 vote**, the Consent Items were approved.

#### 4. Action Items

The following action items will be considered individually, and each **require a motion** by the Board of Directors for action.

##### A. Consider Approving Amendment No. 2 to Professional Services Contract with Albert A. Webb Associates for the Nob Hill Water System Improvements Project Engineering Services During Construction

General Manager Gross outlined the details of the project and the need for this contract. Specifics of the both the design and engineering process were discussed.

Upon **motion** by Director Conrad, **second** by Director Terry and **carried by a 5 to 0 vote**, Amendment No. 2 to Professional Services Contract with Albert A. Webb Associates for the Nob Hill Water System Improvements Project Engineering Services During Construction, not to exceed \$14,500.00, was approved.

##### B. Consider Authorizing Expenditure for Wastewater Treatment Plant Process and Scouring Air Pipeline Materials and Additional MBR Module

General Manager Gross described the mechanical operations needed for the MBR to function in a safe and optimal capacity. With this, additional expenses are being requested to redesign the current MBR layout and replace the existing underground process and scouring air pipelines. Details of what is included in the additional cost were discussed and contained in the staff report. Minimal discussion continued.

Upon **motion** by Director Conrad, **second** by Director Acciani and **carried by a 5 to 0 vote**, Authorizing Expenditure for Wastewater Treatment Plant Process and Scouring Air Pipeline Materials and Additional MBR Module, in the amount of \$94,866.02, was approved.

##### C. Consider Awarding Construction Contract for Installation of Wastewater Treatment Plant Process and Scouring Air Pipelines

General Manager Gross reviewed the bids the District received for this project and TK Construction was the lowest bid. General Manager Gross continue to detail the necessity for this project to begin the same time the materials are delivered; and, if TK Construction cannot start the project based on the District's needs, it is being requested for the project to

be awarded to Voyager Welding for their second lowest bid as long as they would be able to begin when the materials arrive.. Minimal discussion continued.

Upon **motion** by Vice-President Mackzum, **second** by Director Conrad and **carried by a 5 to 0 vote**, Awarding Construction Contract for Installation of Wastewater Treatment Plant Process and Scouring Air Pipelines to TK Construction for their low bid of \$54,000, contingent upon being able to start the project when the materials arrive, otherwise award shall be made to the second lowest bidder; authorizing the General Manager to execute the contract and; authorizing the General Manager to approve change orders not to exceed 15% was approved.

**D. Consider Approving Contract for Fiscal Year Ending 2021 Financial Consulting Services**

General Manager Gross presented the details of the financial consulting services with Rogers, Anderson, Malody & Scott. Vice-President Mackzum notated the fiscal year ending date needs correcting. General Manager Gross confirmed correction.

Upon **motion** by Vice-President Mackzum, **second** by Director Conrad and **carried by a 5 to 0 vote**, Contract for Fiscal Year Ending 2021 Financial Consulting Services, not to exceed \$45,000, was approved. (The motion, second and action for Agenda Items 4.D. and 4.E. were taken together).

**E. Consider Approving Contract for Fiscal Year Ending 2021 Financial Audit Services**

General Manager Gross presented the proposal for this year's Financial Audit Services from Van Lant & Fankhanel, LLP. General Manager Gross explained that the cost reflected in this proposal is the same as last year's proposal. Vice-President Mackzum notated the fiscal year ending date needs correcting. General Manager Gross confirmed correction. Minimal discussion continued.

Upon **motion** by Vice-President Mackzum, **second** by Director Conrad and **carried by a 5 to 0 vote**, Contract for Fiscal Year Ending 2021 Financial Audit Services, not to exceed \$23,100, was approved. (The motion, second and action for Agenda Items 4.D. and 4.E. were taken together).

**F. Consider Authorizing Staff to Submit a Request for Proposal to Provide Fire Protection and Emergency Medical Services**

Fire Chief Mike Vasquez presented the draft of the Request for Proposal, based on what was discussed and agreed upon at the April 27, 2021 Ad-Hoc Meeting. Fire Chief Mike Vasquez will be scheduling an Ad-Hoc Committee Meeting. Various discussions took place regarding contingency plans, costs, etc. The Board tabled this discussion until the June 16, 2021 Regular Board Meeting. No action was taken.

**5. General Manager's Report**

General Manager Gross informed the Board of Directors that the District received confirmation from Lewis Murray, district representative for County Supervisor Janice Rutherford, there will be a CSA-79 annual meeting on June 2, 2021 at 7pm. The primary discussion will be regarding the potential annexation of the Green Valley Lake wastewater collection system.

General Manager Gross shared the positive results the Collection Department has experienced in using the rental VACTOR truck.

General Manager Gross informed the Board the Treatment Plant was able to resolve the MBR issue, and the details this included.

Vice-President Mackzum questioned General Manager Gross about the Special District lobbying that is currently taking place and if we have representation. General Manager Gross provided explanation. Based on guidance from Ward Simmons, Legal Counsel, Best, Best & Krieger, this will be added to a future agenda item.

**6. Report from Legal Counsel**

Ward Simmons, Legal Counsel, Best, Best & Krieger will provide an update in June on what the courts approve regarding case laws, initiatives, drought, COVID-19, etc. that are currently active in the courts.

**7. Board Member Comments/Meetings**

Minimal discussion regarding the Fire Department continued. Fire Chief Mike Vasquez will be scheduling an Ad-Hoc Committee Meeting.

**8. Closed Session**

**A. Public Employee Performance Evaluation, Title: General Manager. Pursuant to Government Code Section 54957**

The meeting adjourned to Closed Session at 10:11 A.M.

**9. Open Session**

**A. The Board and/or Legal Counsel will report any action taken in closed session.**

The Board of Directors came out of Closed Session at 10:44 A.M. and Attorney Simmons reported that there was no reportable action taken in Closed Session.

**B. Discuss the General Manager’s Employment Agreement following annual performance evaluation and consider any changes to such.**

Upon motion by Vice-President Mackzum, second by Director Conrad and carried by a 5 to 0 vote, it was approved to increase the General Manager’s base pay by 2.2% effective June 29, 2021, to restate the Employment Agreement with the General Manager with this change and authorize the Board President to execute the restated Employment Agreement. A copy of the Employment Agreement with the General Manager is available at the District office.

**10. Meeting Adjourned**

Upon motion by Director Conrad, second by Director Acciani and carried by a 5 to 0 vote, the meeting was adjourned at 10:46 A.M.

Respectfully Submitted,



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President, Board of Directors  
Running Springs Water District



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Secretary of the Board of Directors  
Running Springs Water District

